###### C:\Documents and Settings\hr02\Desktop\My Briefcase\015051.jpgAhmed Hassan

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**CAREER OBJECTIVE**

To pursue a demanding HR Role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm

**ACADEMIC QUALIFICATIONS & TRAININGS**

* **B.com** University of Karachi.
* Diploma in Information Technology (**D.I.T**)
* Have good working experience on Oracle Based ERP (HR-MIS)
* Have good working experience on WEB Based ERP (HR-MIS)
* Have good working experience on MS-Excel Based Payroll

**PROFESSIONAL EXPERIENCE**



* **02 years** as *Officer* *HR/ Admin* in **International Textile (Pvt.) Ltd.**

(Mar-2006 to March 2008)

* **07 years** as *HR/ Admin Incharge* in **Enterprises (Pvt.) Ltd.**

(Mar-2008 to Dec 2014)

* *C:\Users\ahmed\Desktop\nkc-original_3-2.jpgAssistant Manager* HR/ Admin in **NKC Pvt. Ltd.** (since Jan 2014 to onwards)

**Role and Major Contributions:**

**🡺Payroll Administration:**

* Routine Attendance and Overtime process.
* Co-ordination with management regarding Attendance, Late coming, Overtime leaves & short leave, deduction & Fines, Increments etc.
* Feeding in the system and keeping a track of all these tasks.
* Execute the payroll process at the end of month.

**🡺Exit Formalities:**

* Conducting exit interviews of candidates who are resigning OR any Terminated Case.
* Trying to get constructive feedback for company and trying to implement the corrective measures for them.
* Helping the person to be relieved properly.
* Issuing relieving letter and letter of experience.
* Doing the full and final settlement for the person.

**🡺Recruitment:**

* Understanding manpower requisition from the concerned department.
* Sourcing candidates that match the desired skills.
* Arranging for technical interview and coordinating with the concerned person.
* Maintaining and updating the database of the candidates.
* Doing a background verification of the shortlisted candidates.

**🡺System & Compliance:**

* Coordinate development and implementation of compliance program.
* Develop and maintain Standards of related policies, procedures and rules.
* Monitor the compliance plan for periodic updates when needed.
* Delegate responsibility to conduct appropriate compliance investigations (e.g., legal, HR, and internal audit) to ensure proper follow-up and resolution.
* Develop audit controls and measurements to ensure correct practices are established.
* Maintain a working knowledge of relevant issues, laws and regulations through periodicals, seminars, training programs, and peer contact.

**🡺 House Keeping:**

* Supervise housekeeping staff and conduct detail inspection of all Factory  
  • Maintain housekeeping / material budget  
  • Recruit and train housekeeping staff  
  • Create reports for the higher management

**🡺Local Purchasing:**

* Maintain records of goods ordered and received.
* Prepare and process requisitions and purchase orders for supplies and equipment.
* Control purchasing department budgets.
* Review purchase order claims and contracts for conformance to company policy.

**🡺HR Policies and Manual:**

* Drafting & updating the HR Manual, SOP & Guidelines as per organization requirements.
* Making or Amending the existing policies and procedures as per company requirement.
* Making the Hierarchies of organization, Amendment & keep update as per required.

**🡺Record Maintenance:**

* Conduct the internal audit of document & personnel files as when as required.
* All Employees Personnel Files (Active & left) with secure & easy to find when required.
* All HR & Admin Working Record

**🡺Compensation and Benefits:**

* Designing & updating the salary structure for employees with coordination of Management.
* Co-ordinate with the Management regarding employee benefits (EOBI / ESSI / Provident Fund / Gratuity / Bonus etc.)
* Co-ordination with management regarding reward and employee appreciation system.

**COMPUTER SKILLS**

* 01 Year Diploma in Information Technology (DIT)
* 06 Month Certification in *Graphic Designing.* (photo shop, Free Hand, Coral Draw)
* Good experience of Oracle based HR-MIS.
* MS-Office (Word, Excel, Power Point, Outlook)
* Good knowledge of Computer Hardware & Networking

**PERSONAL INFORMATION**

* Father’s Name: Mohammed Akhtar
* Date of Birth: 09th August 1983
* CNIC Number: 42301-0978372-3
* Marital Status Married
* Religion: Islam
* Nationality: Pakistani

**HOBBIES**

* Watching & Playing Cricket
* Reading Historical / Islamic Books
* Internet Surfing

**Languages**

* English
* Urdu
* Punjabi
* Sindhi

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Suitable reference will be provided upon request.